

Request for Proposal

Busing Services (east side)

RFP Number: 26NOV2014_Busing Services (east side)

Date Issued: November 26, 2014

Due Date: December 8, 2014

Procurement Contact:

Jamie Glavin

Procurement Manager iglavin@eaaofmichigan.org 313/263-983

EDUCATION ACHIEVEMENT AUTHORITY of Michigan

About the Education Achievement Authority: The Education Achievement Authority of Michigan (the "EAA") is a statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It has been initially applied to underperforming schools in Detroit and will ultimately be expanded to include low performing schools throughout Michigan.

Equal Opportunity: It is the public policy of the EAA, at all levels of procurement, to promote equal opportunity in employment and contracting opportunities. Additionally, the EAA endeavors to promote and encourage the participation of Minority Business Enterprises ("MBEs"), Women Business Enterprises ("WBEs") and small and other disadvantaged business entities, as defined by the Small Business Administration. Therefore, the EAA is committed to pursue such avenues in its employment and contracting activities, which will further the goals of this policy. Similarly demonstrated commitment, consistent with the goals of this policy, by those with whom the EAA of Michigan does business, is highly desirable.

BUSING SERVICES (east side)

Request for Proposal

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Request for Proposals

I. Overview

The EAA is based in Detroit, Michigan. For the current school year, the EAA will have an enrollment of approximately 6,500 students in grades PK-12 in the twelve (12) schools identified in this RFP (each a "Facility" and collectively the "Facilities"). These Facilities include six (6) high school buildings (grades 9-12) and six (6) elementary/middle school buildings (grades PK-8). The purpose of this RFP is to identify a proven Proposer(s) able to offer the professional services listed below.

The EAA is seeking responses from qualified entities to provide Busing Services (predominately east side) during the 2014-2015 school year. The EAA may select one or more entities to provide these services. The process will include a review and evaluation of a Proposer's methodology and the procedures that they will employ to provide the services contemplated by this RFP. To the extent that a Proposer has past experience providing similar services to other educational entities, this information should be highlighted and included in their proposal.

II. Purpose

The EAA requests proposals from qualified individuals and/or agencies interested in providing Busing Services primarily on the east side of the city. Proposals will be evaluated for services to be provided during the 2014-15 school year; however, the EAA reserves the right to extend the term of any subsequent contractual agreement the EAA may enter into with a Proposer, upon mutual consent of both parties.

III. Scope of Work

Each Proposal must adhere to the structure outlined below and respond to each proposal requirement:

Previous Experience of Proposer

A. The Proposer is to state the number of years it has in school transportation and the number of full size buses, shuttle buses, and vans operated by the Proposer. To be considered, Proposer must have operated a fleet at least fifty percent (50%) of the size of the fleet to be operated for the EAA.

- B. State how many years of experience the Proposer has in student transportation services for school districts similar to the EAA. Similar is defined as size (number of buses), type (urban), and operation (conventional contract). See Attachment B Pricing for details of the EAA's needs.
- C. Each Proposer is required to submit as part of their proposal an outline of the experience of its managerial personnel to perform the work under consideration.
 - (1) Include in the qualifications of the Proposer a brief resume summarizing the experience and qualifications of the terminal manager and other members of the managerial and supervisory staff who will be directly responsible for the performance of these services. Other managers and supervisory staff include assistant manager(s), dispatcher(s), trainer(s), safety supervisor(s), maintenance supervisor(s), etc.
 - (2) If any of these positions have not been filled, please list the qualifications for the position(s).
 - (3) Please provide a job description for the terminal manager as well as each of the other site managers listed in Item C (1) above that will be directly involved in the performance of these services.
 - (4) Provide an organizational chart, showing the terminal manager's position within the Proposer's company as a whole. Within the organizational chart, identify specific areas of authority and responsibility for line and staff positions that affect the performance of these services. Provide the name, title, and phone number of the people holding these positions.
- D. For every school district, non-public school, and State or private agency in Michigan where the Proposer currently provides transportation services or has provided transportation services within the last three (3) years, provide the name of the contact person and their position; the name of the school district, nonpublic school, or agency; and the address and telephone number.
 - (1) For each of the above school districts, nonpublic schools, and/or agencies, the Proposer must provide the following information:
 - i. Type of transportation services provided (regular home-to-school, special education, alternate education, racial balance, extra-curricular programs, etc.).
 - ii. Proposer should identify all contracts where they operate in conjunction with an EAA-operated program.

- iii. Name of the Proposer's current or last terminal manager at each location and the manager's length of service at that location as well as with the Proposer's company.
- iv. Number and size of buses, vans, station wagons and sedans. State whether these vehicles were owned or leased by the Proposer.
- v. Beginning and ending dates of each contract. Identify if services ceased prior to the contract end date.
- (2) It is highly desirable that Proposers have at least five (5) years of experience in the pupil transportation business. Included in this five (5) years of experience should be experience in providing regular home-to-school transportation and experience in providing transportation services for special education students in districts comparable to the EAA.

The EAA reserves the right to make inquiries through its own resources for reference checks.

Ownership History of the Proposer

Name of Each Transportation Company Where the Principal(s) of the Proposer Has Been an Owner or a Manager and Previous Experience:

- A. If the Proposer is a privately held entity (sole proprietorship, partnership, L.L.C., or corporation), the Proposer is to identify the name, address, and current telephone number of the transportation company that the principal(s) of the Proposer owned (in total or in part), or at which the Proposer has been a manager, within the last five (5) years.
 - (1) If the principal(s) of the Proposer has been a manager at another transportation company within the last five (5) years, the title and managerial duties are to be identified as well as the name of the transportation company and the years the principal(s) of the Proposer was a manager.
 - (2) If the principal(s) of the Proposer owned or was a principal owner of another transportation company within the past five (5) years, the Proposer is to identify the association that existed, the current status of this association, and the reason(s), if any, if the association is no longer in existence.

B. If the Proposer is a publicly held entity, a copy of the most recent Annual Report is required.

Safety Programs

- A. The Proposer is to provide a description of its safety and training program for drivers, monitors and aides, mechanics, and supervisory personnel that will be used in the direct performance of these services. Include in this description the following:
 - (1) What is included in the hiring criteria above that which is mandated by the State and Federal requirements to ensure that the driver candidate is a safety minded and responsible person?
 - (2) What safety and training programs are used by the Proposer? As a minimum, include the following areas and frequency where appropriate:
 - i. Any additional training for drivers and monitors (aides) of special needs students above that which is mandated by the State and Federal requirements. Describe the program(s), its frequency, and total yearly hours.
 - ii. Does the Proposer provide a training program for driver applicants who have no experience driving school buses above what is required by the Secretary of State? Describe the program and give the total number of hours.
 - iii. Any other in-service or on-going driver and monitor (aide) training and retraining programs.
 - (3) Describe the specific driver and aide training programs utilized by the Proposer. Include commercially developed programs and any in-house programs. Describe whether training is done through formal in-service programs, or through the use of videos and other self-directed methods.
 - (4) Provide details on all formal training programs provided to maintenance staff members, including both in-house and external classes, videos, certification programs, and more. Provide information on historical

- efforts to assist mechanics to achieve ASE certifications, including financial support and paid attendance at training classes.
- (5) What evaluation and retention criteria are used for drivers and monitors (aides)? Provide information on and evaluation/retention procedures used that exceed the requirements of State and Federal laws.
- B. The Proposer can identify any established safety organization activities in which its organization or key personnel actively participate. State how such participation will assist in the performance of these services.

Accident History

- A. The Proposer is to submit a copy of its annual statistical report for the last three calendar years (2013, 2012, and 2011).
- B. The EAA reserves the right to request a copy of reports for any accident(s) involving the Proposer's school buses during the present and last three calendar years.
- C. The Proposer is to describe its accident review process as well as its driver retraining and/or corrective action procedures.

Driving Records

- A. The Proposer is to state what criteria it uses in its review of the driving record of prospective drivers and the retention of existing drivers and detail how it meets or exceeds the required standards of The State of Michigan.
- B. The EAA reserves the right to make a random review of the abstract of the driving record of the Proposer's drivers at terminals servicing the EAA. The Proposer will facilitate this review by expeditiously providing any requested files or documents to the EAA.

Inspection Records

A. The Proposer shall submit a copy of the previous three years of its Federal and State inspections. The report is to include a copy of any accompanying correspondence, the Defect Summary, the Preventive Codes Summary, and the Inspection Summary as well as any other Summary Reports provided.

Maintenance Schedules

- A. The Proposer will provide a description of its vehicle maintenance schedule (time and/or mileage) that will be used in the performance of these services. Include with this submission a copy of any checklist used for each type of preventive maintenance program.
- B. The Proposer will provide a description of the method(s) used to ensure that each vehicle actually receives preventive maintenance within the scheduled interval. Include with this submission:
 - (1) A copy of the **Driver Daily Inspection Report** (DDIR) form as well as any other forms that will be used by drivers to pre-check/ post-check their vehicles and to report defects to the maintenance staff. If electronic systems are utilized as a part of the inspection process, Proposer shall furnish descriptive information.
 - (2) A descriptive statement of any other methods or procedures used by the Proposer to ensure that defects on buses are identified, corrected, and that the buses used in the performance of these services are maintained in a proper and safe manner.
- C. State the ratio of full time dedicated bus mechanics (including mechanics, mechanics' helpers, and full time inventory storeroom help) that it will have to the number of DOT inspected buses/vehicles (including vans, station wagons, and sedans). Exclude from this ratio staff who do not perform direct maintenance functions.
- D. Describe the Proposer's historical use of industry standard maintenance and inventory control programs. Include the name(s) of the programs currently in use by the Proposer, and the locations within Michigan operating the programs.
- E. The Proposer is to identify its hiring criteria and training program for its maintenance staff as well as any percentage (or number) of ASE certified bus mechanics that will be in use in the performance of these services.

Additional Information

- Buses need to be consistently on time for both arrivals and departures. Provide your standard service level agreements.
- Provider shall equip each bus with a two camera video recording system. Provider shall retain ownership of the video monitoring equipment and will be responsible for all digital media, repair, and replacement of the equipment. In addition, provider will develop and update as necessary guidelines and procedures for handling, reviewing and disclosure of digital recordings or other digital media and the information they may contain. Copies of any digital media shall be delivered to the EAA or its authorized designee within twenty-four (24) hours of a request.
- Routes are designed and provided by TransPar personnel, TransPar may exercise routing changes to promote efficiencies for the EAA.
- Proposer needs to provide the Operations Manager's after hours contact information.
- Drivers are to report any bus infractions in writing to TransPar, the school, and the EAA's Chief Operating Officer for discipline immediately following their route. The Chief Operating Officer or their designees are responsible for determining discipline associated with bus infractions and will communicate any impact to student ridership to the Proposer's Operations Manager within 24 hours of receipt.
- Field Trips generally run from 9:00 a.m. to 2:45 p.m. for all schools, but may be requested for other times, subject to availability.
- Athletic trips for the high schools are scheduled as game time dictates.

Additional Questions

SEE NEXT PAGE

Proposer Can Provide (Check Yes or No):	Yes	No	Comment / Explanation
Provide vehicles 10 years			
or newer for all routes			
listed above.			
Provide insurance			
minimums of \$10,000,000			
for each occurrence, and			
aggregate covering all			
bodily injury and property			
damage; \$10,000,000			
Personal Injury for each			
occurrence and aggregate.			
Perform routes / trips			
(listed above) in a timely			
manner.			
During auditing periods			
provide documentation to			
TransPar Group, Inc.			
verifying such items as			
MSP bus inspection data,			
Driver Qualifications &			
Mandated Requirements.			
Information needed for all			
mandated Michigan			
Department of Education			
reports, such as SE-4107,			
SE-4094, and Mandated			
Count Days.			
Proposer will assure the			
EAA that all buses for			
routes (and spare			

vehicles), qualified CDL bus		
drivers with all needed		
MDE & DOT requirements,		
and other school bus		
related items, can be		
ready to assume routes by		
Monday, January 5, 2015.		
Proposer will assure the		
EAA that all buses and		
routes for the above		
stated work will be		
fulfilled, on a daily basis, in		
a timely manner.		

Miscellaneous – Any descriptive information that describes capabilities or value added services

IV. Proposer Qualifications

The EAA is seeking proposals from Proposers who:

- Have the necessary capacity and infrastructure to deliver all services as outlined herein;
- Have the ability to provide standard service level agreements (SLAs); and
- Agree to purchase, prior to the commencement of services, and maintain for the duration of any subsequent agreement that the EAA and a Proposer may enter into, the following insurance coverage in the minimum amounts indicated:

<u>Commercial General Liability Insurance</u>: On an "Occurrence Basis" with limits of liability not less than \$10,000,000 each occurrence, and aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Proposer's Coverage; D) Broad Form General Liability Extensions or equivalent; E) Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.

Workers' Compensation including Employer's Liability Coverage: \$100,000 each accident, \$500,000 annual aggregate, in accordance with all applicable Michigan law.

Motor Vehicle Liability: If Proposer, or its employees, will use motor vehicles to satisfy its responsibilities, then Proposer must have a minimum amount of \$1,000,000 per occurrence combined single limit including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law. If an insurance coverage furnished by Proposer is on a "claims made" basis, the Proposer shall continue the coverage required under the contract for a minimum period of three years after the expiration or termination of the contract.

<u>Errors and Omissions/Professional liability:</u> With limits no less than One Million Dollars (\$1,000,000) per claim and Three Million Dollars (\$3,000,000) in the annual aggregate.

In addition, Proposer shall include the following as Additional Insured: The Education Achievement Authority including its elected and appointed officials, employees, and volunteers.

V. Proposal Requirements

Proposals must adhere to the outline and respond to each provision provided in section III (Scope of Work), above. Additionally, the following proposal requirements apply:

<u>Cost Information:</u> Provide an overview of the costs associated with your model. Please utilize Attachment B – Pricing, and provide information requested therein. The pricing shall include supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work. Pricing shall be indicated as an hourly rate or per unit. The EAA will not accept invoices that contain anything other than the agreed upon hourly rate and unit price.

<u>Minimum Submission Requirements:</u> Any proposal that does not meet the following requirements is grounds to disqualify Proposer from further review and consideration:

- Meeting the submission deadline of December 8, 2014 at 1 p.m. EST;
- Submitting a complete proposal in Microsoft Word;
- Submitting a sworn and notarized statement disclosing any familial or social relationship that exists between the Proposer or any employee of the Proposer and EAA staff or board members (See Attachment A).

<u>Contract Award</u>: The EAA reserves the right to award contract(s) in a manner deemed to be in the best interest of the EAA.

<u>Term:</u> The contract(s) potentially resulting from this RFP shall be in effect beginning January 1, 2015 through August 15, 2015. The EAA reserves the right to extend the contract(s), or parts thereof, for a period up to, or exceeding, the full original contract(s) term with mutual consent between both parties.

<u>Amendment or Cancellation of the RFP</u>: The EAA reserves the right to cancel, amend, modify or otherwise change this RFP at any time, if deemed in the best interest of the EAA to do so. Further, the EAA, at its option, may seek the retraction and/or clarification of any discrepancy or contradiction that may be discovered during the proposal review process.

<u>Proposer Demonstration of Proposed Services and/or Products</u>: At the discretion of the EAA, Proposer(s) may be required to submit additional information and/or evidence to demonstrate their ability to provide the proposed services requested in this RFP.

<u>Proposer Presentation of Supporting Evidence</u>: Within the sole discretion of the EAA, Proposer(s) may be invited to present additional information relating to their experience, performance, ability, and/or financial surety, all of which may assist in the evaluation of a Proposer's ability to perform the services requested in this RFP.

<u>Erroneous Awards</u>: The EAA reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract, and subsequently awarding said contract to another Proposer. Such action on the part of the EAA shall not constitute a breach of contract.

<u>Proposal Expenses</u>: Proposers are responsible for all costs and expenses incurred in the preparation and/or presentation of proposals, including the submission of additional information, even if provided at the EAA's request.

<u>Ownership of Proposals</u>: All proposals shall become the sole property of the EAA and will not be returned. All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act (FOIA), Section 15.231 et seq. of the Michigan Compiled Laws. In accordance with FOIA, records maintained or kept on file by any public agency (as defined by statute) are public records and every person has a right to inspect such records and receive a copy of such records, except as exempted under other applicable federal or state laws.

<u>Ownership of Subsequent Products</u>: Any product, whether acceptable or unacceptable, which may be developed under any contract that may be awarded as a result of this

RFP, shall be, and remain, the sole property of the EAA, unless otherwise stated in the contract.

<u>Oral Agreement or Arrangements</u>: Any alleged oral agreements or arrangements made by Proposer(s) with any EAA appointed or elected official, employee, or volunteer is not binding and will accordingly not be considered during the evaluation process, or subsequent awarding of a contract.

<u>Sub-contractors</u>: Proposer is expected to, and must, provide the majority of services described herein. The EAA must approve, in writing, any and all sub-contractors utilized by the successful Proposer prior to any such sub-contractor commencing work.

Proposers acknowledge, by the act of submitting a proposal, that any work provided under a subsequent contract, is work conducted on behalf of the EAA and that the Chancellor or his/her designee may communicate directly with any sub-contractor as the EAA deems to be necessary or appropriate. The successful Proposer shall be responsible for all payment of fees charged by the sub-contractor(s). Upon request, a performance evaluation of any sub-contractor shall be provided promptly by the Proposer to the EAA.

E-Mail Clarifications: The EAA intends to communicate with Proposers via email (e.g., RFP clarifications and addenda). References in this RFP to "written" form of communications include email.

Additional Requests for Clarification: Prospective Proposers may request that the EAA clarify information contained in this RFP. All such requests must be made in writing and submitted via email. The EAA will attempt to provide a written response to all written requests for clarification within twenty-four (24) hours after the receipt of such request. The EAA will not respond to any request for clarification received after **5 p.m. on December 3, 2014.** The response to any request for clarification will be posted to the EAA's website and notification of such posting will be provided to all parties that filed an Intent to Respond with the EAA by the deadline set. All requests for clarification must be directed to Jamie Glavin at jglavin@eaaofmichigan.org (Subject Line: Busing Services (east side) RFP Request for Clarification). No response will be made to any oral questions. It is each Proposer's responsibility to check the EAA's website prior to the RFP due date to ensure that they have received all of the information, including, but not limited to, all Addenda to this RFP.

Restrictions On Communication: From the issue date of this RFP until a Proposer is selected and the selection announced, a prospective Proposer shall not communicate

about the subject of this RFP or a Proposer's proposal with the EAA, its Board of Directors, administrators, faculty, staff, students, or employees. However, a Proposer may have communication with the aforementioned EAA personnel on matters related to any pre-proposal conference/facility walk-through, additional requests for clarification as described above, or as otherwise required by applicable law.

Addenda to the RFP: If it becomes necessary to revise any part of this RFP, notice of the revision will be emailed in the form of an addendum to all parties that submitted an Intent to Respond with the EAA. All addenda will be issued through the EAA's website and all addenda shall become a part of this RFP. In an effort to avoid any miscommunication, each Proposer must acknowledge all addenda that they have received, but the failure of a Proposer to receive, or acknowledge receipt of, any addendum shall not relieve the Proposer of the responsibility to comply with the terms thereof.

RFP Information Controlling: The EAA intends that all Proposers shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a Proposer shall be effective unless confirmed by written communication contained in an addendum to this RFP, a request for clarification, or other written response thereto, or in the Proposal.

<u>Finality of Decision:</u> Any decision made by the EAA, including the Proposer selection, shall be final.

Reservation of Rights: The EAA reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all proposals with or without cause. The EAA further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award a contract to a Proposer that may not be the lowest bidder. The EAA reserves the right to request additional information from any or all Proposers. The EAA reserves the right to negotiate with the Proposers concerning their proposals. In the event a Proposer's proposal is accepted by the EAA and the Proposer asserts exceptions, special considerations or conditions after acceptance, the EAA, in its sole and absolute discretion, reserves the right to reject the proposal and award the contract to another Proposer.

<u>Release of Claims:</u> Each Proposer, by submitting their proposal, releases the EAA from any and all claims arising out of, and related to, this RFP process and selection of a Proposer.

<u>Proposer Bears Proposal Costs:</u> A recipient of this RFP is responsible for any and all costs and liabilities incurred by them, or others acting on their behalf, in preparing or

submitting a proposal, or otherwise responding to this RFP, or any negotiations incidental to their proposal or this RFP.

<u>Irrevocability of Proposals:</u> All proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of one hundred twenty (120) calendar days following the Due Date for receipt of proposals set forth above.

<u>Collusive Bidding:</u> The Proposer certifies that their proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a proposal for the same service, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

PROPOSAL SUBMISSION DEADLINE AND REQUIREMENTS

In addition to the requirements outlined above, the following must be adhered to in an effort to ensure proper consideration of your proposal:

Due Date: December 8, 2014 at 1 p.m. EST via email to jglavin@eaaofmichigan.org

Intent to Respond: Each Proposer who intends to submit a Proposal in response to this RFP shall submit an "Intent To Respond" via email to Jamie Glavin at iglavin@eaaofmichigan.org (Subject Line: Busing Services (east side) RFP Intent To Respond), on or before 5 p.m., December 3, 2014. The Intent to Respond shall include the name of the Proposer, the name of a contact person and that person's e-mail address. Failure to submit an Intent To Respond by the aforementioned deadline does not preclude a Proposer from submitting a Proposal; however, Proposers who do not submit an Intent To Respond by the aforementioned deadline will not receive notifications of Requests For Clarification and/or Addenda, and it shall be the Proposer's sole responsibility to check the EAA's website for the same.

<u>Late Proposals:</u> Each Proposer is responsible for submission of its proposal. Proposals or proposal revisions received after the due date will not be accepted or considered. The EAA is not liable for any delivery or other delays.

<u>Disqualification:</u> Any proposal not providing the required information, or not conforming to the format specified herein, may be disqualified on that basis. Proposals must: (i) demonstrate an understanding of the scope of services requested under this RFP; (ii) demonstrate the ability to provide the Busing Services set forth in this RFP and any subsequent contract the parties may enter into; and (iii) include all necessary and relevant information that will enable the EAA to thoroughly evaluate each Proposer's

overall experience, expertise, qualifications and ability to deliver Busing Services in accordance with the requirements and obligations of this RFP and any subsequent contract. Each proposal shall also include any other information or explanations that the Proposer deems significant with respect to the EAA making an informed decision relative to their proposal.

Exceptions: Proposer must specifically identify and explain in their proposal any exceptions, conditions, changes, or special considerations to the terms and conditions in this RFP or that are required by Proposer to contract with the EAA. The Proposer shall be required and expected to meet the specifications and requirements as set forth in this RFP and resulting contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Proposer's proposal, and those exceptions or special considerations or conditions are expressly accepted by the EAA. All pricing factors must be clearly indicated in the Proposer's proposal.

<u>Background Cover Letter:</u> A cover letter with background information regarding the Proposer must be included, which should serve as an introduction of the Proposer and the services they are able to provide to the EAA, on business letterhead.

Background and Qualifications: Background information and qualifications of any and all personnel who will be involved in carrying out and/or performing the services required under this RFP and any subsequent contract, must be provided. Please also provide a description as to the chain of command and/or reporting relationships within your organization. To the extent that an organizational chart is available, please also include this in your proposal.

<u>References:</u> Each proposal must include detailed evidence that the Proposer is currently providing similar services for other PK-12 public school districts or educational institutions. The Proposer must provide this information, including contact names, addresses, phone numbers of those individuals at other districts and/or educational entities that have knowledge of your experience. Please also include a description as to the type and scope of services provided to these entities. In addition, a detailed explanation as to the similarity in services performed for other school districts of similar size and scope as the EAA would be helpful.

<u>Financial Reports:</u> Documentation of sufficient financial resources and capacity to provide the services requested hereunder. This documentation shall include an audited financial report for the three (3) most recent fiscal years of the Proposer. If unavailable, please clearly state the reason as to the unavailability of said

documentation and provide equivalent alternative financial materials upon submission of your proposal.

<u>Compliance with Laws and Regulations:</u> Each Proposer must demonstrate their understanding and ability to comply with all regulations, codes, ordinances, local, state, and/or federal laws that apply to the requirements and/or obligations contemplated by this RFP and/or resulting contract, which includes, but is not limited to, Individuals with **D**isabilities **E**ducation **A**ct ("IDEA"), Family Education Records Privacy Act ("FERPA"), the Michigan Revised School Code and any rules and regulations promulgated thereunder.

<u>Other:</u> Describe any other resources to be provided by the Proposer, which are not outlined above, which may demonstrate or enhance the Proposer's ability to carry out the services required under this RFP and any subsequent contract the EAA and the Proposer may enter into.

Litigation and Regulatory Proceedings: List all litigation or regulatory proceedings the Proposer may have been a party to, and/or involved in, during the past five (5) years, within the state of Michigan, or within the state where 85% or more of the Proposer's contracts are performed. Please only provide information as to litigation and regulatory proceedings that may have involved contract disputes and/or negligence actions involving: (i) school districts in which the Proposer has been a service provider; (ii) issues as to supplies, equipment or services similar to those requested in this RFP; (iii) noncompliance of the Proposer's reporting or documentation requirements, alleged poor working conditions of the Proposer and/or unlawful employment practices under the Occupational Safety and Health Act, Title VII or other applicable state and federal laws; or (iv) any suits whereby an employee of the Proposer was found to have mistreated students in any manner. It is contemplated under this RFP that workers' compensation and unemployment proceedings are not included in this requirement.

<u>Training:</u> Fully describe, and provide evidence and scope of, Proposer's formalized inservice training and educational programs for all of its employees.

<u>Agreement to be Bound:</u> All Proposers will be required to provide a signed letter setting forth the Proposer's agreement to be bound by the terms and conditions of this RFP.

<u>Pricing:</u> Proposers should provide substantiation and an explanation of costs associated with the work being proposed by the Proposer.

VI. Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, may be included in the selection process:

<u>Oral Interviews</u>: The EAA may require Proposers to participate in an oral interview and negotiation process to discuss their proposal and to answer any questions the EAA may have regarding their proposal. If this is requested, the EAA will notify the Proposer by contacting the individual(s) identified in their proposal. It is anticipated that if an interview is requested, it will be scheduled <u>during the week of December 8, 2014</u>. If selected to participate in an oral interview, the Proposer(s) should be prepared to make a presentation to the selection committee for no more than twenty (20) minutes.

VII. Instructions to Proposers

Proposal Schedule:

The EAA's <u>anticipated timeline</u> for its selection process is:

Issuance of this RFP November 26, 2014

Deadline for written Intent to Respond 5 p.m. — December 3, 2014

Deadline for written Requests for Clarifications 5 p.m. — December 3, 2014

DUE DATE FOR PROPOSALS 1 p.m. – December 8, 2014

Proposer interviews and presentations Week of December 8, 2014

to the EAA's selection committee

PLEASE NOTE: The EAA reserves the right, in its sole and absolute discretion, to make modifications to the above selection timeline as it determines to be in its best interest. During the period from your organization's receipt of this RFP, and until a contract is awarded, your organization shall not contact any employee of the EAA for additional information, except in writing (including e-mail), directed to the Procurement Contact listed on the cover page of this document, at Education Achievement Authority of Michigan, 300 River Place, Suite 3600, Detroit, MI 48207. Your organization assumes the risk of any delay in the mail. Whether sent by mail or by means of personal delivery, your organization assumes responsibility for having your proposal deposited on time.

Questions: Questions for the purpose of clarifying this RFP must be submitted in writing and must be received no later than 5:00 PM Eastern on December 3, 2014. Questions must be emailed to jglavin@eaaofmichigan.org. Answers to questions received will be posted as an Addendum to this RFP.

VIII. Contractual Obligations

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The EAA will pursue negotiations with the highest scoring proposer(s). If, for some reason, the EAA and the highest scoring proposer(s) fail to agree to a contract, then the EAA may commence contract negotiations with other Proposers. The EAA may decide, at any time, to start the RFP process again.

<u>Insurance Certificates:</u> An Insurance Certificate evidencing all insurance coverage required, as outlined herein, will be required.

<u>Services:</u> The Proposer shall agree to perform all of the services contemplated by this RFP and any subsequent contract that the parties may enter into.

<u>Personnel/Staffing Levels:</u> Throughout the initial term, and any renewal term(s) which may be exercised under a resulting contract, the Proposer shall provide all of its personnel (including management, supervision, related administrative personnel necessary for the provision of services) with any and all requisite training. The Proposer shall also recruit, ensure that background checks are performed, employ, compensate, and supervise all staff provided to the EAA.

<u>Fingerprinting and Background Checks:</u> The Proposer and all of its employees and agents providing services to the EAA shall meet the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g.

<u>Hold Harmless/Indemnification:</u> The Proposer shall indemnify, defend and hold the EAA harmless pursuant to the terms and conditions of any subsequent contract the parties may enter into.

<u>Compliance with Laws:</u> The Proposer shall comply, and ensure that their employees and agents performing services for the EAA comply, with any and all federal, state and local laws, rules, ordinances, policies and regulations, including any licensing and permitting requirements, applicable to providing the services anticipated in this RFP and any subsequent contract. The Proposer, including their employees and agents, shall be required to acknowledge the EAA's policies and procedures concerning

appropriate behavior of persons in its facilities and, on its properties, including for example, policies related to sexual harassment, EEO and workplace conduct, and shall comply with all such policies and procedures. Additionally, all services must be provided in compliance with IDEA and FERPA. The Proposer shall be responsible and liable for the safety, injury and health of its personnel/employees while its personnel/employees are performing services for the EAA.

IX. RFP Rubric

Proposer	Total Score:
	/60

Section	1-Below	2-Partially Meets	3-Meets	4-Exceeds
Safety	Offers insufficient	Offers a somewhat	Offers a	Offers an
Programs/Accident	information	clear explanation of	comprehensive and	exceptionally clear,
History/Driving	regarding the	the organization's	well-written	comprehensive, and
Records/Inspection	organization's model	safety, accident	explanation of the	compelling
Records	and approach to	history and records	organization's safety,	description of the
	safety, accident	that could be	accident history and	organization's safety,
	history and records	strengthened by	records.	accident history and
		greater detail and		records.
		specificity.		
Previous	Provides insufficient	Provides some	Provides sufficient	Provides ample
Experience/Ownership	evidence of the	evidence to suggest	evidence to validate	evidence of the
History	organization's safety,	the organization's	the safety, accident	organization's safety,
	accident history and	safety, accident	history and records.	accident history and
	records.	history and records.		records.
Additional Information	Provides insufficient	Provides some	Articulates the	Fully describes the
and Additional	information	information	organization's	organization's
Questions	regarding additional	regarding additional	additional information	additional
	information and	information and	and additional	information and
	additional questions	additional questions	questions.	additional questions.
	outlined in the RFP.	outlined in the RFP.		
Cost Information	Fails to provide cost	Provides some cost	Provides adequate	Provides clear and
	information and/or	information;	cost information,	sufficient cost
	cost information is	however, the	including a breakdown	information aligned
	unclear and lacks	presentation may be	of the proposed	to the proposed
	alignment with the	disorganized or lack	services aligned to the	services, showing
	organization's	detail and alignment	RFP.	justifications for all
	proposed services.	to the services		costs.
		requested through		
		the RFP.		

Section	Score	Weighting	Total Points
Safety			
Programs/Accident		x5	/ 20
History/Driving			
Records/Inspection			
Records			
Previous			
Experience/Ownership		x5	/ 20
History			
Additional Information			
and Additional		х3	/ 12
Questions			
Cost Information			
		x2	/8
		Total Score:	/ 60

EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN

REQUEST FOR PROPOSALS

FOR

BUSING SERVICES (east side)

ATTACHMENTS

Attachment A - Familial Disclosure Affidavit

Attachment B — Pricing

EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN

REQUEST FOR PROPOSALS FOR EAST SIDE BUSING SERVICES (east side)

ATTACHMENT A – Familial Disclosure Affidavit

Familial Disclosure Affidavit

"Proposer"), pursuant to the familial Achievement Authority of Michigan's (t side), hereby represents and warrants t	uthorized officer of (the disclosure requirement provided in the Education he "EAA") Request for Proposal — Busing Services (east hat, except as provided below, no familial relationships yee of the Proposer, and any member of the Board of EAA, or any other EAA employee.
List any Familial Relationships:	
	Proposer
	Ву:
	Its:
Dated:	
Subscribed and sworn to before me this day of, 2014	
Notary Public	
County, State of Michigan	
My commission expires:	

EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN

REQUEST FOR PROPOSALS FOR BUSING SERVICES (east side)

ATTACHMENT B - Pricing

Bus	Tiers	Price Per Day	School	Bell Times	Eastside / Westside	Run Number	Route Number	A.M. Arrival Time	P.M. Arrival Time
Bus 1	1 Tier		Brenda Scott K-8	8:45 to 4:15	Eastside	BS01AR	SW-600	8:25	4:10
Bus 2	1 Tier		Brenda Scott K-8	8:45 to 4:15	Eastside	BS02AR	SW-603	8:25	4:10
Bus 3	1 Tier		Brenda Scott K-8	8:45 to 4:15	Eastside	BS03AR	SW-612	8:25	4:10
Bus 4	1 Tier		Brenda Scott K-8	8:45 to 4:15	Eastside	BS04AS	SW-660	8:25	4:10
Bus 5	2 Tier		Nolan K-8	8:00 to 3:30	Eastside	NO01AR	SW-606	7:30	3:25
			Law K-8	9:00 to 4:30	Eastside	LW01AR	SW-606	8:40	4:25
Bus 6	2 Tier		Nolan K-8	8:00 to 3:30	Eastside	NO02AR	SW-610	7:30	3:25
			Law K-8	9:00 to 4:30	Eastside	LW02AR	SW-610	8:40	4:25
Bus 7	2 Tier		Nolan K-8	8:00 to 3:30	Eastside	NO03AR	SW-624	7:30	3:25
			Law K-8	9:00 to 4:30	Eastside	LW03AR	SW-624	8:40	4:25
Bus 8	1 Tier	Spec. Ed. Run with a bus aide	Law K-8	9:00 to 4:30	Eastside	LW04AS	SW-259	8:40	4:25
Bus 9	1 Tier		Law K-8	9:00 to 4:30	Eastside	LW05AS	SW-632	8:40	4:25
Bus 10	1 Tier		Law K-8	9:00 to 4:30	Eastside	LW08AS	SW-643	8:40	4:25
Bus 11	2 Tier		Nolan K-8	8:00 to 3:30	Eastside	NO04AR	SW-601	7:30	3:25
			Trix K-8	8:45 to 4:15	Eastside	TR01AR	SW-601	8:25	4:10
Bus 12	AM PM		Brenda Scott/Law/ Nolan/ Central	7:00 to 7:45 3:20 to 4:15	Eastside / Westside	CE101AR	SW- 6034	7:45	N/A
Athletic Trips & Field Trips	N/A	per hour with a 3.5 hour minimum (.5	Denby High School	9:00 to 2:45 for Field Trips,	Eastside	N/A	N/A	N/A	N/A

		hour included for depot travel time		Athletics = Anytime					P.M.
Bus	Tiers	Price Per Day	School	Bell Times	Eastside / Westside	Run Number	Route Number	A.M. Arrival Time	Arrival Time
Athletic Trips & Field Trips	N/A	per hour with a 3.5 hour minimum (.5 hour included for depot travel time	Pershing High School	9:00 to 2:45 for Field Trips, Athletics = Anytime	Eastside	N/A	N/A	N/A	N/A
Athletic Trips & Field Trips	N/A	per hour with a 3.5 hour minimum (.5 hour included for depot travel time	Southeastern High School	9:00 to 2:45 for Field Trips, Athletics = Anytime	Eastside	N/A	N/A	N/A	N/A
Athletic Trips & Field Trips	N/A	per hour with a 3.5 hour minimum (.5 hour included for depot travel time	Brenda Scott K-8	9:00 to 2:45 for Field Trips, Athletics = Anytime	Eastside	N/A	N/A	N/A	N/A
Athletic Trips & Field Trips	N/A	per hour with a 3.5 hour minimum (.5 hour included	Law Academy K-8	9:00 to 2:45 for Field Trips, Athletics = Anytime	Eastside	N/A	N/A	N/A	N/A

Athletic Trips & Field Trips	N/A	for depot travel time per hour with a 3.5 hour minimum (.5 hour included for depot	Nolan K-8	9:00 to 2:45 for Field Trips, Athletics = Anytime	Eastside	N/A	N/A	N/A	N/A
Athletic Trips & Field Trips	N/A	travel time per hour with a 3.5 hour minimum (.5 hour included for depot travel time	Trix K-8	9:00 to 2:45 for Field Trips, Athletics = Anytime	Eastside	N/A	N/A	N/A	N/A

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Shuttles = \$____ per way / 2 way shuttle = \$____ Trips = \$____ per hour with a 3.5 hour minimum Monitors (1 Tier) = \$____ per day

Monitors (2 Tier) = \$____ per day (currently no 2 tier monitors)

Vans = \$____ per hour

Sedans = \$____ per hour

Provide pricing for smaller bus options where a full size bus is not necessary.